

The City of Harrisburg

OFFICE OF

THE CITY TREASURER

2002 ANNUAL REPORT

Stephen R. Reed
Mayor

Paul P. Wambach
City Treasurer

Message From City Treasurer Paul P. Wambach

It is my goal and objective for The Office of the City Treasurer to update its services as well as provide information on the financial deposits and investments of the City of Harrisburg. The following 2002 summary points are listed for your review.

Interest Earnings

The Office of the City Treasurer earned a total of \$283,991 in interest earnings for the City of Harrisburg in 2002. Of this total interest, \$111,880 was generated through the Commonwealth of Pennsylvania Treasury Invest Program. The remaining was generated from funds held at the City's Central Depository Bank (\$145,362), and through various other deposits held at other local City banks (\$26,749).

Transactions

The Office of the City Treasurer processed 331,429 transactions, which amounted to \$164,376,939 in 2002. Of these transactions 2,445 or \$1,075,807 were in the form of a credit/debit card payment. Other payments were in the form of cash, check or a direct deposit at the bank. In 2002, the average number of transactions processed per day was 1,340 with an average daily collection of \$665,494. Dollar collections increased 7% over last year with a 3% increase in the number of transactions processed. The increase is attributed to the timelier processing of payments by Treasury cashiers.

Payment Plans

A number of taxpayers opted to pay the City and School Real Estate Tax payments on an installment plan basis. In 2002, Treasury established a total of 1,808 installment plans, 623 for City and 1,185 for School Real Estate Taxes. This represents \$95,607 in City taxes and \$265,554 in School taxes.

Returned Checks

Payments in the form of check represented \$122,315,555 or 74% of all payments in 2002. The total number of returned checks in 2002 was 348, which represented \$149,208 or less than 1% of total dollar amount of checks collected. The Treasurer's Office collected 71% or \$106,536 of all returned checks.

Harrisburg School District

The City Treasurer's Office also collected \$32,616,120 on behalf of the Harrisburg School District. Of this total, \$30,857,792 was for School Real Estate Taxes.

Customer Service

Efforts to service taxpayers and other paying customers as well as improving security measures can be seen in the physical improvements made in 2002 within Suite 103, in the Office of the City Treasurer.

A payment drop box has been installed next to the rear entrance of the City Government Center. Located on River Alley, the payment drop box allows for acceptance of payments after normal business hours. Future plans are also in the works for the purchase of a payment processing machine that will allow the Treasurer's Office to process payments more efficiently.

It is my endeavor to maintain a continuing program of improvement for the City of Harrisburg and the people who live and work here with the Office of the City Treasurer everyday.

Paul P. Wambach
City Treasurer

Office of the City Treasurer - 2002 Annual Report

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Treasury Operations

Function

The Treasurer is charged with overseeing the collection, safekeeping and investment of the City revenues, including all fees, fines and taxes. The City Treasurer also serves as collector for School District taxes.

Hours

The Treasurer's Office is located just off the main lobby on the first floor of the City Government Center in Suite 103. Business hours are: Monday through Friday, 8:30 a.m. to 4:30 p.m.

Payments

Treasury accepts payments in the form of cash, check, or money orders payable to City Treasurer, also accepted are Visa, MasterCard, Discover and MAC. Payments may be made in the office, by mail or by placing the payment in the drop box located in the rear of the City Government Center on River Alley.

There is a \$25.00 fee charged for all returned checks.

Payment plans are available in Treasury for the City and School Real Estate Taxes. Payment plan amounts are determined on the face value amount of the tax and payable in four (4) equal installments.

Treasury Employees

<u>Management</u>	<u>Title</u>	<u>Hire Date</u>
Paul P. Wambach	City Treasurer	Elected January 6, 1992
Karen M. O'Neill	Deputy City Treasurer	March 1, 2002
Carlton L. Phoenix	Assistant Deputy City Treasurer	March 25, 2002

<u>Bargaining Unit</u>	<u>Title</u>	<u>Hire Date</u>
Linda Matio	Auditor	June 26, 1995
Evelyn Toro	Administrative Assistant	August 12, 2002
Schumetta Raspberry	Administrative Assistant	January 4, 1999
Carol Treaster	Accounting Clerk	August 12, 2002
Sandra Fanus	Lead Cashier	October 30, 1989
Maria Castor	Cashier II	August 12, 1996
John O'Donnell	Cashier II	September 27, 1999

History of Past City Treasurers

<u>Treasurer</u>	<u>Term</u>
John T. Bretz	January 1924 – January 1932
John A. F. Hall	January 1932 – January 1936
William K. McBride	January 1936 – January 1948
Joseph A. Minnaugh	January 1948 – January 1956
George F. Keys	January 1956 – January 1964
Joseph Bihl	January 1964 – January 1976
F.M. Richard Simons	January 1976 – January 1980
George Kauffman	January 1980 – January 1984
Bruce Foreman	January 1984 – January 1988
Glenn Williams	January 1988 – January 1992
Paul P. Wambach	January 1992 – Current

Interest Statistics 2002
(See Attachment E)

Office of the City Treasurer generated \$283,991 in interest earnings *net of fees* on the revenue held at all City bank accounts. Please note all interest is reported on City revenue only, not the Harrisburg School District revenue.

Total interest is composed of:

Interest Generated on	\$ Amount	Average Interest rate
Individual bank accounts	\$142,819	Varies by City bank
Central Depository - Citizens Bank *	\$0.00	1.93% interest rate 1.35% earnings credit rate; used to offset charges; however bank fees exceeded interest earnings for 2002
Central Disbursement - Citizens Bank **	\$29,292	1.93%
Invest Program - Commonwealth of Pennsylvania	\$111,880	1.81% (Daily Pool)

Notes:

***Central Depository** - is the bank account held at the City's Central Depository that receives the total daily deposit. Interest is generated by float of daily deposit until allocations are made to City and Harrisburg School District funds. Total bank fees of all accounts held at the Central Depository Bank are assessed here and offset by the compensating balances of any non-interest bearing accounts at the earnings credit rate. Net interest/fees is distributed/charged yearly to the contributing funds.

****Central Disbursement** - is the bank account held at the City's Central Depository that receives the total bi-weekly funding for payroll and checkrun. Interest is generated as checkrun warrants are pending to be cashed by vendors. Interest is prorated and distributed to the contributing funds on a monthly basis.

Transaction Statistics

Treasury processed 331,429 transactions, which amounted to \$164,376,939

Month	Number of transactions	Dollar Value
January 2002	29,878	\$ 7,735,860
February 2002	26,230	\$13,676,958
March 2002	*30,262 (3)	* \$19,449,481 (3)
April 2002	*31,693 (1)	\$17,326,041
May 2002	27,083	\$ 8,978,077
June 2002	23,749	\$ 6,781,747
July 2002	25,536	\$ 7,039,906
August 2002	27,002	* \$24,093,456 (2)
September 2002	*31,288 (2)	* \$26,536,459 (1)
October 2002	26,045	\$11,760,598
November 2002	25,360	\$ 9,691,887
December 2002	27,303	\$11,306,469

*Top three (3) highest ratings in parenthesis.

		<u>2001</u>	<u>2002</u>
Total number of working days	=	247	247
Average number of transactions processed per month	=	26,768	27,619
Average number of transactions processed per day	=	1,300	1,340
Average dollar value of collection per month	=	\$12,597,887	\$13,698,078
Average dollar value of collection per day	=	\$612,043	\$665,494

Notes: Total transactions represent all transactions processed, not only revenue generated, since transactions occur between City funds. (See next page for Revenue payments activity)

Payment Vehicle Statistics 2002

Treasury collected a total of \$164,376,939 in revenue for 2002

METHOD OF PAYMENT	NUMBER OF TRANSACTIONS	DOLLAR AMOUNT	PERCENT OF TOTAL COLLECTED
CASH	31,657	\$ 1,986,627	1%
CHECK	287,941	\$122,315,555	74%
CREDIT CARD	7,022	\$ 1,075,807	1%
*DIRECT DEPOSIT	450	\$ 38,364,763	23%
ELECTRONIC TRANSFER	17	\$ 9,417	0%
MONEY ORDER	10,887	\$ 624,770	0%
TOTAL	337,974	\$164,376,939	100%

Returned Checks:

Of the total checks collected, 348 checks were returned for non-sufficient funds, representing \$149,208 or less than 1% of checks collected. However, Treasury recovered 239 of these checks totaling \$106,536 (71% of the dollar value). Therefore, at year-end an estimate of \$42,672 remained uncollected. (See also interest earnings statistics for the affect of returned checks as a portion of bank fees.)

General Fund Revenue Collected by Treasury:

Treasury collected \$8,642 additional revenue in 2002 in returned check fees (\$25.00 per returned check), which contributes to the General Fund revenue for the year. This is a \$218 increase over 2001.

Harrisburg School District:

Of the total revenue collected in Trecasury, \$32,616,120 or 20.89% of total revenue, was collected for the Harrisburg School District. This is \$1,039,598 or 3.29% increase over 2001. Treasury received \$169,794 from the Harrisburg School District for these collection efforts.

2002 Credit/Debit Card Payments Statistics

The total credit/debit card payments received in 2002 was 2,445, which amounted \$1,075,807 in revenue. The average individual credit/debit card payment was \$440.

<u>Type of Card</u>	<u>No. of Credit/Debit Swipes</u>	<u>Dollar Value</u>	<u>Amount</u>
MasterCard	472	\$311,806	\$661
Visa	1,664	\$673,269	\$405
Discover	103	\$ 76,673	\$744
MAC	206	\$ 14,059	\$ 68

The total cost of the credit/debit card program in 2002 was \$16,174 (or 1.50 of collections)*

2002 Interest earned	=	\$ 2,031
2002 Costs assessed	=	\$18,204

Harrisburg School District activity represents the following, which needs to be considered when reviewing the above:

2002 Total credit/debit card collections for the Harrisburg School District	=	\$386,255
2002 Total credit/debit card interest paid to the Harrisburg School District	=	\$ 589
2002 Total credit/debit card fees assessed to the Harrisburg School District	=	\$ 6,217
2002 Net cost to the Harrisburg School District	=	\$ 5,628
		(1.46% of collections)

* Net total cost to City for allowing credit/debit card payment methods = \$ 10,545

CITY OF HARRISBURG - OFFICE OF THE CITY TREASURER

	# OF TRANSACTIONS					COLLECTIONS					AVERAGE AMOUNT					INTEREST EARNED	FEES ASSESSED	NET COST	COST AS A % OF COLLECTIONS
	MASTER CARD	VISA	DISC- OVER	MAC	TOTAL	MASTER CARD	VISA	DISCOVER	MAC	TOTAL	MASTER CARD	VISA	DISCOVER	MAC	COMBINED				
January, 2002	30	110	12	20	172	14,338.71	57,505.87	11,258.91	998.05	84,101.54	477.96	522.78	938.24	49.90	488.96	347.11	1,797.39	1,450.28	1.72%
February, 2002	27	109	9	13	158	9,160.08	26,355.28	3,411.52	1,090.36	40,017.24	339.26	241.79	426.44	83.87	254.89	158.57	821.85	663.28	1.66%
March, 2002	36	97	12	24	169	23,432.33	37,061.60	5,714.92	1,441.61	67,650.46	650.90	382.08	476.24	60.07	460.30	143.96	1,107.39	963.43	1.42%
April, 2002	43	178	10	26	257	26,843.26	78,221.36	9,966.00	1,246.75	116,277.37	624.26	441.63	996.60	47.95	454.00	164.08	1,821.21	1,657.13	1.43%
May, 2002	30	126	5	19	180	8,315.07	26,952.97	712.25	1,739.94	37,720.23	277.17	213.91	142.45	91.58	209.56	154.57	846.11	691.54	1.83%
June, 2002	40	142	7	18	207	20,135.05	30,439.29	3,691.08	593.17	54,858.59	503.38	214.36	527.30	32.95	265.02	73.64	911.35	837.71	1.53%
July, 2002	34	125	3	7	169	12,475.55	33,429.81	529.50	130.52	46,565.38	366.93	267.44	176.50	18.65	275.53	87.62	896.06	808.44	1.74%
August, 2002	47	139	13	23	222	32,147.91	82,634.97	14,606.82	2,565.54	131,955.24	684.00	594.50	1,123.60	111.55	594.39	105.45	1,862.15	1,756.70	1.33%
September, 2002	44	164	7	13	228	57,139.97	137,484.96	9,850.38	799.70	205,275.01	1,298.64	838.32	1,407.20	61.52	900.33	309.24	3,270.13	2,960.89	1.44%
October, 2002	54	157	7	16	234	29,171.88	44,499.61	5,374.20	905.91	79,951.60	540.22	283.44	767.74	56.62	341.67	263.85	1,445.85	1,182.00	1.48%
November, 2002	43	167	6	19	235	40,738.56	51,003.07	2,758.34	2,294.35	96,794.32	947.41	307.03	459.72	120.76	413.50	129.45	1,633.53	1,504.08	1.55%
December, 2002	44	150	12	8	214	37,907.81	67,679.96	8,798.62	253.41	114,639.80	861.54	451.20	733.22	31.68	535.70	93.01	1,791.15	1,698.14	1.48%
TOTAL	472	1664	103	206	2445	311,806.18	673,268.75	76,672.54	14,059.31	1,075,806.78	660.61	404.61	744.39	68.25	440.00	2,030.55	18,204.17	16,173.62	1.50%

prepared utilizing PNC Merchant Services monthly activity statements & PLGIT monthly bank statements

NOTE: Harrisburg School District's portion is included in all calculations

INCREDIT CARD\CCprogm02

Year 2002 Performance Compared to Year 2001
For Debit/Credit Card Transactions

	<u>Year 2002</u>	<u>Year 2001</u>	<u>Increase/Decrease</u>	<u>Percentage Change</u>
Total Number of Transactions	2,445	2,072	373	18%
Total Collections	\$1,075,807	\$1,174,045	-\$98,238	- 8.37%
Interest Earned	\$ 2,031	\$ 8,129	-\$ 6,099	-75.02%
Fees Assessed	\$ 18,204	\$ 20,570	-\$ 2,365	-11.50%
Net Cost	\$ 16,174	\$ 12,440	\$ 3,733	30.01%

Payment Plans Processed for Real Estate Taxes

	<u>2002</u>	<u>2001</u>
Total number - CITY taxes billed	18,917	18,783
Total flat amount	\$14,673,651	\$13,255,169
Total number of payment plans	623 or 3.29%	771 or 4.1%
Total flat amount	\$95,607	\$132,508
Total number -SCHOOL Taxes Billed	18,671	18,743
Total Flat Amount	\$36,579,737	\$34,639,301
Total Number of Payment Plans	1,185 or 6.35%	983 or 5.24%
Total Flat Amount	\$265,554	\$222,488

Excerpts from the 2002 Budget

Expenditure Analysis Summary

0104 Office of City Treasurer	1998 Actual	1999 Actual	2000 Actual	2001 Approved	2001 Projected	2002 Approved Budget
Personnel Services	358,669	371,943	430,395	537,747	433,430	524,392
Operating Expenses	58,331	70,821	65,444	81,272	14,900	92,798
Capital Outlay	15,457	22,561	33,834	11,050	93,275	7,260
Totals	432,457	465,325	529,672	630,118	541,605	624,450

General Fund Revenue Budget

Account Name	1998 Actual	1999 Actual	2000 Actual	2001 Approved Budget	2001 Projected	2002 Approved Budget
Collection Revenue (school)*	170,054	152,109	119,664	176,500	234,800	210,142

*Amount the City is reimbursed from the Harrisburg School District for the Office of the City Treasurer collecting the Harrisburg School District's revenue.

2002 Actual = 169,794

Account	1998	1999	2000 Actual	2001 Approved Budget	2001 Projected	2002 Approved Budget
Return Check Fee	4,637	5,865	6,208	3,500	8,470	8,150

2002 Actual = 8,642

2002 Budget Detail

The Office of the Treasurer is headed by the City Treasurer, which is an independently elected official. The Treasurer is responsible for the collection, safekeeping and investment of City revenues, including all fees, fines and taxes. The City Treasurer also serves as collector for School District taxes. Computer technology advancements have improved the collection of payments and the reporting of such receipts. Examples include: direct debit; scanned parking tickets, tax and utility bills; various banking software, which provide account reporting and transfer/wire capability; acceptance of credit and debit cards for all payments with a corresponding internally generated report for prorating the net sale; automatic payment plan options; electronic funds transfer acceptance; computerized processing of multiple payments; computerized returned check procedures; and the use of computer generated lists to process payments. Additional improvements, which are in the test phase include: advanced credit/debit card collections to include internet payments; guaranteed check authorizations; advanced payment processing via computerized machinery, etc.

All monies collected are invested utilizing several money management techniques to optimize interest earnings while ensuring the safety of funds. Economic trends and monitoring of the financial market allow for maximized yield investment strategies.

The City Treasurer must sign all checks disbursed for payroll and the receipt of goods or services in addition to coordinating all electronic funds transfer and receipt. This office is responsible for obtaining all information necessary for issuing Municipal Fire Certificates in accordance with the City and State fire insurance escrow laws. Treasury prepares and distributes to departments monthly reports for City investments, paid invoices, credit card activity and the cumulative history of insufficient funds checks. On a daily basis, Treasury monitors the City's bank accounts via computer modem to the bank. The Treasurer also executes funding transfers for debt service payments on all City bond issues outstanding. This office has the authority to manage all bank accounts of the City including the transfer to funds between different bank accounts and the reconciliation to the City's general ledger.

EXPENDITURE ANALYSIS DETAIL 2002 BUDGET

General Fund

0105 City Solicitor's Office

Allocation Plan		Position Control		
		JOB CLASSIFICATION	2002 BUDGET	ALLOCATION
PERSONNEL SERVICES				
Salaries-Mgmt	277,795	City Solicitor	1	73,963
Salaries-BU	0	Deputy City Solicitor	1	52,492
Overtime	0	Staff Attorney I	1	34,629
Fringe Benefits	62,569	Senior Confid. Paralegal	1	44,702
		Legal Assistant	1	33,591
TOTAL	<u>340,364</u>	Confid. Legal Secretary II	1	38,418
OPERATING EXPENSES		Total Management	<u>6</u>	<u>277,795</u>
Communications	1,325			
Professional Fees	31,750	Overtime		<u>0</u>
Utilities	0			
Insurance	0	FICA		21,252
Rentals	0	Fringe Benefits		41,317
Maintenance & Repairs	300			
Other Contracted Services	6,050	Total Fringe Benefits		<u>62,569</u>
Supplies Expense	9,250			
TOTAL	<u>48,675</u>	TOTAL	<u><u>6</u></u>	<u><u>340,364</u></u>
CAPITAL OUTLAY				
	0			
TOTAL APPROPRIATION				
	<u>389,039</u>			

**TAXPAYER'S GUIDE
HARRISBURG, PENNSYLVANIA**

GENERAL INFORMATION

HOURS

The City Treasurer's Office is located just off the main lobby on the first floor of The City Government Center in Suite 103. Business hours are: Monday through Friday, 8:30 a.m. to 4:30 p.m.

PAYMENTS

Make all checks or money orders payable to "City Treasurer" and mail to City Government Center, Suite 103, 10 North Second Street, Harrisburg, PA 17101. Treasury accepts Visa, MasterCard, Discover, and MAC from walk-in customers at the Treasury office. Also, there is a payment drop box located at the rear of the City Government Center on River Alley for payments after normal business hours. Please do not place mail or cash in this payment drop box.

RECEIPTS

Your canceled check may serve as your receipt. However, if you are paying by mail and desire a separate receipt, a self-addressed, stamped envelope must be provided.

SUGGESTIONS AND COMPLAINTS

We welcome your comments and suggestions about the operation of this office, which is paid for by you, the taxpayers. Please write or call the City Treasurer.

HONORABLE PAUL P. WAMBACH
CITY TREASURER
10 NORTH SECOND STREET, SUITE 103
HARRISBURG, PA 17101
PHONE: (717) 255-3046

FUNCTION

The Treasurer is charged with overseeing the collection, safekeeping and investment of City revenues, including all fees, fines and taxes. The City Treasurer also serves as collector for School District taxes. The actual billing and application of payments is the responsibility of other departments within the City Government and School District.

NOTE: All taxes, fees, and charges shown in this guide are subject to change.

CITY UTILITY BILLS

Harrisburg City utility bills are issued monthly. The utility bills are broken down into six (6) parts; water usage, refuse, disposal, ready to service, sewer, and sewer maintenance. The following is a list of each part of the bill with a brief description:

WATER CONSUMPTION: is a charge for water used, based on a rate of \$4.41 per 1,000 gallons of water.

REFUSE: is a charge for refuse collection set by the Ordinance at \$11.75 per quarter for a single family residence, and continuing on a sliding scale. The increase is dependent on the number of units or volume of trash at the property.

DISPOSAL: is a charge imposed on all improved properties, including parking lots, for the availability of refuse disposal services; the present charge is \$4.83 per residential unit.

WATER / READY-TO-SERVE: is a charge for all properties with water lines, based on the size of the line connecting each property to The Harrisburg Authority's main water line. This charge is assessed even if no water is used.

SEWER: is a charge for sewer treatment and conveyance set by The Harrisburg Authority at \$2.76 per 1,000 gallons of water used.

SEWER MAINTENANCE: is a charge for maintaining the conveyance system and is based on fifteen percent (15%) of the regular sewer charge of \$.35 cents per 1,000 gallons.

All utility bills not paid within twenty (20) days of the date of billing are subject to a 1.50% penalty. Properties with unpaid overdue utility bills are subject to collection activity, water service termination and/or judicial liens, resulting in additional penalties, legal costs and interest charges. Property owners using private haulers may be eligible for reduced rates contingent upon approval from Public Works Department. All questions relating to utility bills should be directed to the Bureau of Operations & Revenue, suite 305, at the City Government Center, for questions, please call (717) 255-6514.

Multi-unit properties with vacancies lasting an entire quarter, or properties serviced by private haulers may be eligible for reduced charges. All questions relating to utility bills should be directed to the Customer Service Office, Suite 305, at the City Government Center at (717) 255-6514.

LIENS: Judicial liens will be filed by the City against properties with overdue utility or various other accounts. No property title can be transferred until all outstanding liens have been satisfied.

CITY REAL ESTATE TAX

The City Real Estate Tax is billed to all property owners in the City during the month of January. The City levies the tax on 100% of the value assigned by the County. The tax within the City is levied at two rates (termed "Two-Rate Property Tax"): 24.414 mills on the assessed value of land and 4.069 mills on the assessed value of all buildings and site improvements to the land, whether residential, commercial or otherwise.

Taxpayers are given three (3) periods in which to pay these real estate taxes. The first is the 2% discount period, which runs for two (2) months from the date of the bill. The second is the face value or flat period, which is payable the third and fourth months after the date of the bill. Finally, the third is the 10% penalty period, which is payable the fifth month from the date of the bill until the end of the calendar year. In an effort to lessen the tax burden on property owners of the City caused by the lump-sum collection of taxes, City council ordained in December 1985, that, effective January 1, 1989, "current City taxes may hereinafter be paid in not more than four (4) installments due on or before January 31...May 31...and July 31; of the tax year, respectively. No discount period is allowed. For any installment, which is delinquent, a 10% penalty is added. To calculate the amount of each installment, divide the face value of the taxes by four (4). If you are interested in the installment plan for taxes, contact or visit the City Treasurer's Office during normal business hours. Any amount of taxes not paid by December 31 of the tax year will be turned over to the Dauphin County Delinquent Tax Office for collection, where additional penalties will be assessed. If this occurs, the taxes are no longer payable through the City Treasurer's Office. If real estate taxes remain unpaid for three (3) years, following notice, the property is sold at tax sales. If you are sixty-five (65) years old or older and either rent or own the residence which you occupy, you may be eligible for a rebate of a portion of the property taxes you paid. An application must be filed for any rebate with the Pennsylvania State Department of Revenue. The Telephone number is 1-888-222-9190.

HARRISBURG SCHOOL DISTRICT REAL ESTATE TAXES

The City Treasurer collects real estate taxes for the Harrisburg School District. These bills are mailed to all city property owners in the month of July. The School District levies the tax on 100% of the value assigned by the County. 2002 taxes were based on a rate of 42.46 mills. 2002 School Real Estate Taxes were levied at 21.23 mills on the assessed value of the land and 21.23 mills on the assessed value of all buildings and site improvements to the land. Millage rates for School District Real Estate taxes are determined by the Harrisburg School Board and subject to change on an annual basis.

Payment procedures for these taxes are basically the same as those for payment of the City Real Estate taxes. As with the City taxes, there are three (3) periods in which these taxes can be paid. An installment plan is also available for the School Real Estate taxes. The four (4) installment plan payments are due August 31, September 30, October 31 and November 30. A 10% penalty will be levied on each payment that is delinquent. To calculate the amount for each installment payment, divide the face value of taxes by four (4). Any School District tax amounts that remain unpaid at the end of the calendar year will be turned over to the Dauphin County Delinquent Tax Office for collection, where additional penalties will be assessed. Any property that has tax amounts that remain unpaid, after notice, will be sold at tax sale. The telephone number for the Harrisburg School District Accounting Office is (717) 703-4002.

NOTICE OF PROTEST

The City of Harrisburg, Harrisburg School District and County of Dauphin levy real estate taxes are based upon assessed valuations set by Dauphin County Tax Assessment Office. Appeals on the assessment of real estate are handled exclusively by the Dauphin County Board of Assessment Appeals.

The Dauphin County Board of Assessment Appeals is an independent panel which considers appeals on assessments annually. Appeals may be filed from July 1 through August 1 (by 5:00 PM) for upcoming real estate taxes. Forms may be obtained from the Dauphin County Board of Assessment Appeals Office, 2 South 2nd Street, Second Floor, P.O. Box 1295, Harrisburg, PA 17108-1295. The telephone number is (717) 780-6101.

Fees for appeals are as follows:

\$ 25.00 – Residential Property Valuation Cases
\$100.00 – Commercial Property Valuation Cases
\$100.00 – All Exemption Request Cases

During any pending appeals, property owners may pay taxes under protest. This is done by submitting payment for the taxes under appeal with a "Notice of Protest" letter. Refunds are granted based on the outcome of the appeal.

OCCUPATIONAL PRIVILEGE TAX

All persons working within the City of Harrisburg are liable for the Occupational Privilege Tax in the amount of \$10.00 per person once a year. This tax is due by April 30th of the year the tax is imposed. The distribution of the tax collected is as follows:

City of Harrisburg	\$5.00
School District of Harrisburg	\$5.00

The Occupational Privilege Tax is normally deducted by the employer and the taxpayer is furnished a receipt by the employer. The only discount allowed is for the employer who is permitted a small discount for bookkeeping expenses. After the due date on the bill, penalties are added as follows:

5 % - Penalty per year
½ % - Interest for each month the tax remains delinquent

The taxpayer is notified by second notice and then by certified mail if the taxes remain unpaid at the end of the year the tax is imposed. If the taxes and fees are not paid by the due date given in the certified letter, they are sent to the employer for wage attachment or to the District Justice for collection.

This tax is administered and collected by the Capital Tax Collection Bureau, located at 2301 North Third Street in Harrisburg. The telephone number is (717) 234-3217. For more Occupational Privilege Tax information visit the Capital Tax Collection Bureau's website at WWW.CAPTAX.COM.

EARNED INCOME TAX

The Capital Tax Collection Bureau (CTCB) is the designated collector of the earned income tax for the City of Harrisburg, the Harrisburg School District and for several other entities.

Every employer in Harrisburg must withhold the one percent (1%) earned income from all employees gross wages, salaries or earnings and pay this amount as due. This is accomplished through the use of monthly and quarterly filing forms (form 501 depository receipts). The form and information relating to the filing due dates are available from the CTCB, 2301 North 3rd Street, (717) 234-3217.

Also, every person living in Harrisburg who has earned income or net profits must file a final return by April 15th. All taxable income from January 1 through December 31 of the proceeding year must be shown. Taxable income includes wages, salaries, commissions, bonuses, drawing accounts, tips received, fees, net profits of a business or profession, and any incentive payments. Income that is not taxable include: old age benefits, retirement pay, pensions, disability benefits, capital gains, death benefits, life insurance proceeds, gifts, interest or public assistance or unemployment compensation.

The individual tax forms are to be filed even if no tax is due, or if all earned income taxes have been withheld by employer. Any balance due must be paid at the time of filing.

If a taxpayer is self-employed or the employer does not withhold the 1% tax, the taxpayer is required to pay the tax to CTCB with Form 521, on a quarterly basis. Additionally, employers must file an annual W-2 statement for each employee at year-end and reconcile withholding payments by using Forms 512. Failure to complete, sign and return all forms or pay tax due is a direct violation of the ordinances and resolutions of the City of Harrisburg and the Harrisburg School District based on state enabling legislation and is punishable by a fine not to exceed \$500.00 for each offense and fines and interest on all payments not made by due date. Monies collected under the earned income tax from non-residents in the City of Harrisburg are returned to the municipality in which the taxpayer resides, if the municipality has such a tax.

For more Earned Income Tax information you may visit the Capital Tax Collection Bureau's website at WWW.CAPTAX.COM.

PER CAPITA TAX

The City of Harrisburg does not levy any per capita taxes. These were eliminated by City Council in 1973.

The Harrisburg School District Occupational Assessment Taxes are sent out the first Monday in July, and payments are collected by Capital Tax Collection Bureau (CTCB) as follows:

2% Discount Period	(\$117.60) July and August
Flat Rate Period	(\$120.00) September and October
5% Penalty Period	(\$132.00) November and December

Payments are to be mailed to: Capital Tax Collection Bureau, 2301 N. 3rd Street, Harrisburg, PA 17110. For questions, please call (717) 234-3217.

BUSINESS PRIVILEGE / MERCANTILE TAXES

All business establishments operating or any person conducting business in the City of Harrisburg, even if that person does not have an established place of business within the City boundaries, must be licensed under the City Business Privilege and Mercantile Tax Ordinance. Business owners can be cited for operating a business without a business license. Fines may not exceed \$600.00 plus costs. All businesses receiving a business privilege and mercantile license are required to prominently display it.

The business privilege and mercantile tax is administered by the City Department of Business Administration, Tax and Enforcement Office and collected by the Harrisburg City Treasurer.

Business Privilege and Mercantile Tax Returns must be filed for all business establishments by April 15th of the following year. Failure to do so will result in additional interest and penalties based on the gross receipts of the business.

The Business and Mercantile Tax Enforcement Office is located on the 3rd floor of the City Government Center, Suite 305A. The telephone number is (717) 255-6513.

BUYER NOTIFICATION INSPECTION FEE

Before a title is transferred on any improved property in the City of Harrisburg, it is the seller's responsibility to have the property inspected. This ensures the buyer is notified of any and all violations of the City building code. Housing inspectors from Harrisburg Codes Enforcement Bureau perform the inspections. The fee for the inspection is \$75.00 and all inquiries regarding the program should be directed to the Bureau of Codes Enforcement, Suite 205 at City Government Center. The telephone number is (717) 255-6552.

INCINERATOR FEES

Incinerator customers are billed in several ways.

1. Private haulers or frequent customers may be billed every month. They are subject to an annual permit fee of \$200.00 per truck. Permitted haulers are billed \$58.00 per ton. Non-permitted haulers are billed \$68.00 per ton or a minimum of \$17.00 for 500 pounds or less.
2. Permitted and non-permitted haulers are charged \$115.00 per ton for oversized or bulky waste (example: furniture). Non-permitted haulers are charged a minimum fee of \$28.75 for 500 pounds or less.
3. The "special handling" fee is a minimum of \$130.00 per ton.
4. City Residents are permitted to dump free on the second and third Sundays of the month from 8:00 AM to 4:00 PM.

The telephone number for the Department of Incineration and Steam Generation is (717) 255-7336.

PARKING TICKETS

Parking tickets are payable to the City Treasurer in Suite 103 of the City Government Center, or by mail 10 North Second Street, Suite 103, Harrisburg, PA 17101, or can be left in the payment drop box located on the brick wall next to the rear entrance of the City Government Center on River Alley. The fine for a violation varies. The most common violations are overtime parking and street cleaning. The fine amount for overtime parking is \$7.00 with an additional \$3.00 penalty that is assessed if the fine is not paid within ninety-six (96) hours. The fine for street cleaning is \$14.00 with an additional \$1.00 penalty if the fine is not paid within ninety-six (96) hours. Tickets that are not paid within thirty (30) days may be turned over to the District Justice for collection. Additional penalties are assessed if this occurs.

Parking Enforcement Office can assist residents with any questions regarding a parking ticket or parking policies. The telephone number to Parking Enforcement is (717) 255-3141.

RESIDENTIAL PARKING PROGRAM

The Residential Parking Program was established by neighborhood residents to insure primary access to available parking spaces.

The permit parking areas are only restricted on weekdays, with the exception of holidays, and only during the hours specified by the signs posted in the residential areas.

The annual residential parking fee is \$15.00, and extends from March 31 through April 1. A fee of \$5.00 is added for permits issued after the eighth (8th) month of the permit year.

EXEMPTIONS

All handicapped persons with a handicapped license or placard, and senior citizens, sixty (60) years of age and over, may obtain a required permit at no charge. The permit does not allow illegal parking and is not transferable from one person to another or from one vehicle to another.

The City issues a permanent parking permit if the applicant furnishes the following information to the Parking Enforcement Office, City Government Center, Suite 103, Harrisburg, PA 17101.

Include the following information:

The name of the owner or operator of the motor vehicle.

The resident's or proprietor's address.

The applicant's operator license and registration.

Check or money order in the amount of \$15.00.

False representation or to furnish false information on an application in order to obtain a residential parking permit, is a violation of this program.

Any permit owner found to be in violation of the Ordinance or Regulations governing the residential parking permit program, will be notified in writing by the Administrator and the permit owner shall surrender the residential parking permit. The parking Enforcement Office can assist residents with any questions regarding a parking ticket or parking policies. Parking Enforcement is located in Suite 103, City Government Center. The telephone number is (717) 255-3141.

DOG LICENSES

Beginning January 1, 1999, the City of Harrisburg began collecting fees and issuing tags for dog licenses. Dog owners residing within the City more than sixty (60) days are required to license their dogs.

Licenses are available as follows:	<u>Before March 1</u>	<u>After March 1</u>
One Year License	\$6.00	\$12.00
Three Year License	\$14.00	\$20.00
One Year Dangerous Dog License	\$35.00	\$70.00

Applications can be mailed to: City Government Center, Tax Enforcement Office, Suite 305-A, 10 North Second Street, Harrisburg, PA 17101

Walk-in customers may obtain tags in the Treasurer's Office, Suite 103, or by calling (717) 255-6513 to obtain an application. The rabies tag number, along with the veterinarian's name, must be furnished with the application. Failure to comply may result in a fine of not less than \$50.00 for the first offense and not less than \$250.00 for the second or subsequent offense.

FIRE INSURANCE ESCROW

A fire insurance municipal certificate application must be filed with the City Treasurer for any City property incurring fire damage in excess of \$7,500.00.

The application for a municipal certificate requires property address and insurance information. The municipal certificate lists any delinquent taxes, utilities, liens, warrants, or other fees due to the City.

No insurance company, association or exchange can pay an insurance claim for the fire damaged property unless a municipal certificate is received from the City Treasurer. In addition, no insurer can pay a fire claim until all sums listed on the municipal certificate have been paid in full.

If the fire damage is 60% or more of the insurance policy coverage, the insurance company, association or exchange must pay the City \$2,000.00 for every \$15,000.00 of the claim. This money is placed in an escrow account and held until the property is repaired, removed, or otherwise secured in compliance with all City codes.

OTHER FEES

Various City Ordinances have established a multitude of special interest fees and license taxes.

All such fees and/or license charges are collected by the City Treasurer.